



Agenda: Board of Trustees
June 1, 2023, at 4 pm
Community Room, Ladd Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: May 4, 2023
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Strategic Plan: Inclusion – Collection Locations & Fine Free Update – Erin Horst
- G. Library Board Committee Reports
 - Nominating Committee – Susie McDermott & Jade Hart
 - No Action
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - Finance Committee – Monica Challenger, Committee Chair
 - **Action:** Purchase Order and Payment Approval – cost for new staff computers. Payment in the amount of \$123,064.20 to IT Outlet.
 - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$129,389 to iii Innovative.
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 4.04 Environmental Policy
 - **Action:** Westside Library Naming and Recognition Opportunities
 - Westside Project Committee – Jade Hart, Committee Chair
 - No Action
- H. Library Director's Report
- I. Old Business
- J. New Business
 - FY24 Calendar
 - **Action:** Library Services contract for City of Robins, FY24-28
 - **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
- K. Adjournment

The next Board of Trustees meeting is **July 6, 2023 at 4 pm**, in the Conference Room, Conference Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
May 4, 2023

Board members in attendance: [President] Clint Twedt-Ball, Jade Hart, Chris Casey, Elisabeth Hepworth, Susie McDermott (in person); [Vice President] Monica Challenger, Rafael Jacobo (via Zoom)

Board members unable to attend: Hassan Selim

Staff in attendance: Dara Schmidt, Kevin Delecki, Amber McNamara, Erin Horst, Todd Simonson, Jessica Musil (in person); Patrick Duggan, Jessica Link (via Zoom)

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4:00 pm.
 - B. Consent Agenda – **Action**
 - Minutes: April 6, 2023
 - Ms. Hart moved to accept the consent agenda. Ms. Casey seconded. The action carried with unanimous approval.*
 - C. Public Comments and Communications
 - There being none, the meeting continued
 - D. Foundation Report – Charity Tyler
 - The Foundation is preparing for Literary Vines, which has sold out. This annual event is the Foundation’s biggest fundraiser. They are partnering with Feedwell for catering and Benz for beverages. During the event, guests can also view images from the Westside Library project in Whipple Auditorium.
 - The capital campaign has received a generous \$1.5 million challenge grant from the Hall-Perrine Foundation. Ms. Tyler continues to meet with potential campaign donors weekly. Last week alone, the Foundation raised \$750,000 toward the project. Ms. Hart praise Ms. Schmidt and Ms. Tyler for their presentation to the Hall-Perrine Foundation.
- Mr. Elges joined the meeting at 4:06 pm.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Tyler reported for Ms. Slappey. The Friends are busy preparing for their large book sale, which will be held at the downtown library on May 19-21.
 - F. Board Education: Strategic Updates & Summer Dare – Kevin Delecki
 - Mr. Delecki led two strategic planning initiatives in recent months. The first multi-department team focused on elementary age learning loss in the Support Elementary Age Learning and Literacy initiative. One goal is to embed literacy with summer and out of school time partners. Summer park visits will include literacy-based activities and expand Summer Dare partners. This allows kids to participate in summer reading and literacy activities if they can visit their respective park or are in daycare settings, making library visits difficult. The initiative will also develop and promote supports of parents/caregivers as educators in the home with specific child literacy education sessions and distributing early literacy programs to go in the library. These are especially important for children and/or families whose first or native language is not English. In addition, the library distributed over 400 books to elementary school students to build home libraries, and increased literacy-based Spark Kits. The Children’s Library will undergo changes to ensure spaces have literacy rich environments to encourage engagement. Mr. Delecki showed examples of furniture and play additions expected in June.

- The second strategic planning initiative found ways to Expand Access to Technology Upholding our Guiding Principle of Equity. The first goal was to partner with Cedar Rapids Community School District educators to infuse technology outside of existing STEM curriculum, showing teachers how to work technology into their regular lessons. The library has also increased access to circulating technology, such as more Spark Kits and expanding circulation of materials at summer park visits. The initiative also called for honing the Maker Room's procedures and technology. The space allows patrons to learn about new and emerging technologies, free of pressure or financial constraints. Based on usage and patron demand, the programming department will take-over the existing Technology Classroom to expand offerings for certified learner times and weekly programs. The classroom's popularity has waned. The library can continue to offer a pop-up technology classroom using the library's Workforce Development laptops.
- Ms. Hart asked where can the laptops be used for a technology classroom? Any library meeting room can be converted into a computer lab, and that is how we operate at Ladd Library. Ms. Hepworth asked if there was a timeline to convert the space. Mr. Delecki said that barring objections, it starts tomorrow with a soft open on June 1 through the summer, with appointments in the fall. The programming team will host a maker fest in the spring. Mr. Elges noted that the expanded location is a much more visible space. Mr. Twedt-Ball asked if there is planned maker room space in the Westside library project plans? We don't have dedicated space but the new building can accommodate enough flexible space for one-off or shorter-term access. The mobile technology lab van will be stored there so the equipment will be accessible.
- Mr. Delecki gave trustees of the library's summer reading program, Summer Dare, which is intended for readers and learners of all ages. The program runs June 3-July 31, starting with a kick-off event at Ladd Library and downtown will host an end of summer celebration. This year, in order to simplify the program, readers will receive a card to complete reading and activity challenges. The new format was designed for equity – allowing participants to complete the program with no or low cost or access to technology, and if you can't leave your location, such as for day care participants. The programs will include park outreach, large performances, weekly programs, camp and daycare outreach, maker room appointments, and middle school summer camps.
- Ms. Hart asked how the library gets participants for the middle school summer camps. Without intentional promotion, the camps and their waitlists fill up quickly. Ms. Hepworth asked if the library has thought about ways to encourage adult reading. Yes, this has been discussed though at the time half of those registered and record reading minutes are over 18. Ms. Schmidt noted that there is significant evidence in our community that grandparents or older relatives are caregivers over the summer who are reading to children. This is why we chose not to have specific age groups within the program. Mr. Twedt-Ball asked how staff feel about reaching populations with the summer reading program? The library doesn't collect demographics. However, we use available data to purposefully target populations.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - Mr. Jacobo reported. In the past week, it was Take Action for Libraries Day. Trustees should have received information from the library's Community Relations Manager Amber McNamara. The insights and guidance can help trustees and other stakeholders to become advocates for our library and other libraries.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Challenger reviewed the March Finance memo as presented in the board packet. The report is for 75% of the fiscal year. At this point, we have received 81% of revenues and have spent 73% of the budgeted expenses. There are no concerns for revenues and expenses. Ms. Challenger noted that we are over on

discretionary spending, which is a yearly trend and we are 2% underspent 2% on personal services.

- **Action:** FY24 Budget Amendment. The Finance Committee is recommending approval of amending the FY24 316 or CIP budget to reduce the library's allocation for books and materials up to but no lower than \$500,000. This will continue City funding of books at the FY23 rate of \$500,000. Any further requests for reduction require full board approval. If the library's FY23 operations ends with unspent budget, after adjusting for any revenue shortfall if they occur, a combination of rollover funds or transfers could still increase the FY24 Books and Materials CIP budget. Any increases do not require board approval.

The committee recommendation to amend the FY24 budget, as presented in the packet, carried with unanimous approval.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - There are no action items. Ms. McDermott thanked trustees for submitting their feedback for the library direction evaluation process. The formal evaluation will come at the June board meeting.
- Westside Project Committee – Jade Hart, Committee Chair
 - With OPN, the library hosted another community open house to showcase preliminary designs and gather feedback. The event was well attended with positive comments. Ms. Schmidt presented the OPN boards, which were at the open house event. The boards gave information on the timeline, site plans, floor plan diagram, and architectural renderings as well as information on design features and comparisons between Ladd and the new facility. The architect has completed the first pricing exercise, and we are close to maintaining the cost following some adjustments without significant alterations.
 - In response to a question from Ms. Casey, Ms. Schmidt confirmed that the new westside library's operating budget will be the same with the current building's operating budget.
 - Ms. Hepworth asked how the square footage will change. The current building's square footage of library space, not including the Opportunity Center, is 22,000. The new building will be approximately 42,000 square feet, which does not include the geothermal space as it's underground. The new building is the same length and doubles the width. The new design is more walkable as you can park and enter at either end of the building.
 - A discussion was held on a sense of urgency for fundraising to start construction in mid to late 2024. The Foundation hopes to close the capital campaign in July 2024. Ms. Tyler plans to have a closing celebration and groundbreaking in summer or fall 2024, allowing for 24 months for construction. OPN will have construction documents ready in the next few months but will pause on going for bid so the Foundation can fundraise and allows contractors to bid with better, real-time pricing. Timelines will continue to be updated as the overall project and fundraising continue while meeting ARPA fund requirements.
 - Ms. McDermott asked about the timeline for selling the other parcel. Ms. Tyler noted it is a complicated process that involves many moving parts. An ad hoc committee will develop recommendations with the Foundation board to develop covenants and determine next steps. The Foundation wants to ensure the land is sold to an appropriate neighbor and recoup money to put back into the project. The library will also need to request the parcel for the library, which also impacts the parcel to sell.
 - Ms. Hart asked when the public phase of the campaign will start. Ms. Tyler's goal is to have a 10-12 month for public fundraising.

H. Library Director's Report

- Ms. Schmidt highlighted two great stories that she received for the same program on the new director's report documentation.
- The packet also included the American Library Association's 2023 State of American Libraries report. Ms. Schmidt highlighted the top most challenged books of 2022, and censorship by the numbers. This year, public libraries have encountered more challenges at 48%, increasing from 37% last year. The Personnel and Policy committee has worked to ensure a clear Reconsideration Policy for any future challenges to our materials. Parents account for 30% of challenges, which has gone down from 39%. However, political and religious groups have increased by 10%.
- Ms. Schmidt shared gifts with the trustees that staff received for National Library Week at the end of the professional development day. Ms. McDermott attended the morning sessions; she felt the information was well done and engagement was palpable.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- There being no new business, the meeting continued.

K. Adjournment

- There being no further business, the meeting adjourned at 5:39 pm.

The next Board of Trustees meeting will be held on Thursday, June 1, 2023, at 4 pm in the Community Room, Ladd Library



kids gazette

DO YOU DARE?

C.R. library dares kids to complete reading challenge

Cedar Rapids Public Library

CEDAR RAPIDS — Dare to read. Dare to explore. Dare to learn. The Cedar Rapids Public Library dares you to do it all with the Summer Dare, the library's all-ages summer reading program.

The Summer Dare is for everyone. It is a chance to engage with the community, embrace lifelong learning and have fun this summer with the library.

Register for the Summer Dare at CRLibrary.org/summer-dare and stop in to the library beginning June 3, for a free library bag.

Complete five squares in a row on a game card — up and down, sideways or diagonal — to complete the Summer Dare challenge. Bring the game card to the library and earn a free book when the challenge is complete.

The library also is hosting programs for all ages this summer.

There will be big summer performances at the downtown library, 450 5th Ave SE, and Ladd library, 3750 Williams Blvd SW.

The library's mobile technology lab will visit six different parks each week, bringing technology, games, books and story time to a neighborhood near you. Visit the library's events calendar at events.crlibrary.org/events to learn more.

The Summer Dare kicks off June 3 and runs through July 29. Join us — if you dare!

Comments: (319) 398-8411; grace.king@thegazette.com

Summer Dare with the Cedar Rapids Public Library June 3-July 29

<p>Read 240 Minutes</p>	<p>Read 900 Minutes</p>	<p>Dare 6: Write down three reasons you appreciate someone and tell them.</p>	<p>Dare 9: Choose a book you wouldn't typically read.</p>	<p>Read 60 Minutes</p>
<p>Read 120 Minutes</p>	<p>Dare 1: Have someone read a book to you. Audiobooks count!</p>	<p>Read 360 Minutes</p>	<p>Dare 4: Have a day without screens - you can do it!</p>	<p>Read 1800 Minutes</p>
<p>Dare 7: Prepare a food or meal you've never tried.</p>	<p>Read 420 Minutes</p>	<p>Read 600 Minutes</p>	<p>Read 180 Minutes</p>	<p>Dare 8: Read an old favorite book.</p>
<p>Read 2100 Minutes</p>	<p>Read 300 Minutes</p>	<p>Dare 5: Visit a new city park - there are nearly 100 in Cedar Rapids alone!</p>	<p>Read 540 Minutes</p>	<p>Dare 11: Explore your town - visit a new store or the Farmer's Market!</p>
<p>Dare 3: Play a new game - board, card, outdoors, the sky's the limit!</p>	<p>Dare 10: Learn about an ancestor who lived at least 100 years ago.</p>	<p>Read 480 Minutes</p>	<p>Read 1500 Minutes</p>	<p>Dare 2: See how many plants and animals you can find outside in one hour!</p>

Complete five in a row – up and down, sideways, or diagonal – and bring your card into the library for a free book!

Register at CRLibrary.org/summer-dare Visit the library to get your free Summer Dare bag.



(Graphic provided by the Cedar Rapids Public Library)

Center Point-Urbana student wins national poster contest



Livian, a senior at Center Point-Urbana High School, has been named a winner of a national poster contest highlighting the dangers kids face online. (Photo provided by the Center for Internet Security Inc.)

Contest highlights dangers kids may face online and how they can make smart choices

By Grace King, The Gazette

CENTER POINT — Livian, a senior at Center Point-Urbana High School, has been named a winner of a national poster contest highlighting the dangers kids face online.

The winning artwork was selected from hundreds of submissions across the country by the Center for Internet Security, Inc. and the Multi-State Information Sharing and Analysis Center. It will be made in to a poster and

also featured in the Center for Internet Security's 2024 Kids Safe Online activity book.

"Students of all ages are connected across a variety of devices like phones, tablets, school laptops and gaming systems," said Karen Sorady, vice president of the Multi-State Information Sharing and Analysis Center.

"The Kids Safe Online poster contest is a terrific way not only to educate our kids about making smart choices and protecting their personal information, but it also empowers them to identify and report potential online dangers to keep their friends and communities safer," Sorady said in a news release.

The book will be available to schools across the U.S. to raise awareness of cybersecurity issues facing kids of all ages. It will include cybersecurity-related crossword puzzles, vocabulary sheets, word scrambles, coloring pages and the poster contest artwork.

Livian is one of 10 students across the U.S. helping educate others about the dangers they could encounter online.

The contest was open to students in public and private schools and youth organizations in kindergarten through 12th grade.

Comments: (319) 398-8411; grace.king@thegazette.com

INSIGHT

The Gazette Editorial Board

Todd Dorman, Insight editor, columnist;
Zack Kucharski, executive editor;
Quinn Pettifer, manager of brand initiatives

Letters guidelines

Length limit: 250 words
Email: editorial@thegazette.com
Mail: 116 Third St. SE, Cedar Rapids, IA 52401
Questions?: (319) 398-8262



GUEST COLUMN | DARA SCHMIDT

Dare to read this summer

I dare you to participate in your local library's summer reading program!

At the Cedar Rapids Public Library, we have the Summer Dare: a summer reading and learning program designed to get people reading and participating in activities that strengthen community. The Summer Dare is designed specifically to be an intergenerational experience so that children can share their reading and learning with their parents or caregivers. Why does that matter? Because intergenerational reading programs promote literacy, foster connections, and create a sense of community through shared experiences.

Summer reading is one of the best ways to combat the summer slide, keeping kids engaged and ready for school in the fall. For kids who are struggling, these summer programs help bridge the achievement gap. Public libraries provide an environment

where all children, regardless of their economic status or reading level, can access books, engage in educational activities, and maintain their learning progress.

Literacy allows people to participate fully in society and achieve their educational and professional goals. Summer reading programs are fun ways to keep those skills honed. Regardless of someone's reading levels, including new English learners, there is something in a summer reading program that will be engaging and encourage enjoyment rather than adding pressure.

Even if you don't have children in your life, it's still important to model great behaviors in our community. What would it mean if kids saw adults with books even half as much as they see us with our phones? Strong reading habits are essential for lifelong learning, and taking the time to read and be curious promotes critical thinking skills.

Additionally, your public library needs your support, and participation is essential. Funding is often tied to usage numbers, so if you want to have a vibrant public library in your community, use it! Go to your local library's website to learn about summer reading opportunities. You will find a variety of educational programs meant to grow community connections. These programs provide opportunities for families to spend quality time together, seniors to meet new people, and adults to learn new skills. Community bonds are strengthened.

Every local library has a summer reading program. And most don't limit participation to residency ... so you can participate in as many as you like! Summer reading programs are for everyone. I dare you to make your summer better. Sign up today.

Dara Schmidt is director of the Cedar Rapids Public Library.



GUEST COLUMN
KRISTIN FAIRHOLM

Coming together to stop HPV

As the executive director of EyesOpenIowa, an adolescent health organization, I am concerned about the passage of SF 496, which eliminates the state mandate for public schools to provide education about acquired immunodeficiency syndrome (AIDS), human papillomavirus (HPV) and the HPV vaccine for young people.

While it does not prohibit schools from teaching this vital information, the fact it is no longer a requirement is a significant setback in our efforts to educate and protect our young people.

With the removal of the requirement for schools to teach about HPV, it is imperative for schools to continue providing HPV prevention education. By educating students about HPV prevention, including safe sex practices for when they are ready, and emphasizing the opportunity to receive the HPV vaccine, we can actively promote the health and safety of our youth.

HPV is a common virus that can cause cancer later in life. According to the Centers for Disease Control and Prevention, nearly 42 million people currently are infected with HPV in the United States, and about 13 million people, including teens, become infected with HPV each year. In the U.S., nearly 36,000 people are estimated to be affected by a cancer caused by HPV infection each year. While there are early detection screenings for cervical cancer, there is no recommended screening for the other cancers caused by HPV infection, like cancers of the back of the throat, anus, penis, vagina or vulva. As stated in the 2023 Cancer in Iowa report by the Iowa Cancer Registry, Iowa has the second highest incidence rate for cancer in the U.S., and is the only state with an increasing rate of cancer. This includes being first in the nation for oral cavity and pharynx, which can be caused by HPV.

HPV vaccination provides safe, effective and lasting protection against HPV infections that most commonly cause cancer. The HPV vaccine entails a series of either two or three doses, depending on the age at initial vaccination, ensuring comprehensive protection against the virus and its potential risks. The HPV vaccine is ideally administered to children between the ages of 11 and 12, but it can be initiated as early as 9. Our organization acknowledges and understands the hesitation and uneasiness parents may experience when it comes to addressing potential sexual health concerns children may encounter in the future. However, fostering a prevention-oriented mindset is essential for ensuring optimal health outcomes for children.

Our organization, EyesOpenIowa, strongly advocates for a comprehensive approach to combating HPV, recognizing the significance of the HPV vaccine as a crucial tool in preventing the spread of the virus and a life-threatening cancer diagnosis in adulthood. We encourage parents to talk to their child's health care provider to learn more about the vaccine.

Let us remember that protecting our youth from HPV is a collective responsibility, involving parents, schools, health care providers and community organizations. By coming together and fostering a united front, we can ensure that every child receives the protection they deserve against HPV and its potential consequences.

Kristin Fairholm is executive director of EyesOpenIowa.

COMMUNITY LETTERS

If this is us, then we are the villain

With the 2023 legislative session ended, it gives pause to reflect on the accomplishments of state government.

This includes:

- Reworking child labor laws to expand the scope and extend work hours for children while reducing business liability for injuries (Senate File 542).
- Cutting the SNAP nutrition program (Senate File 494).
- Cutting top corporate tax rates by 14 percent.

Like a Charles Dickens novel we've shifted the social landscape of Iowa toward a harder, less compassionate place. And we've rested the weight of that change on our children.

But unlike Dickens there will be no anodyne from Marley or his ghosts. The specter we will see is entirely different. One that will haunt us for a generation, potentially rob them of their childhood and lay heavily on a now more difficult future. One that, through our own complacency, we have allowed to happen.

If within our sensibilities, Iowans prioritize the enrichment of the most successful at the expense of our children, then we are traveling



Mike Luckovich is a syndicated cartoonist distributed by Creators Syndicate. Comments: creators.com

a path where ideals and aspirations will wither and die. This will be the inevitable legacy we will serve to the next generation. Because we will have served them little else.

Irrespective of the historical consequences of this shift, we as a society,

have to ask ourselves: Is this now who we are?

For in this present-day novel, if the answer to that question is yes, then we have met the villain. And it is us.

Rob McNally
Cascade



CAL THOMAS | SYNDICATED COLUMNIST

Gov. Ron DeSantis for president?

The expected announcement from Florida Republican Gov. Ron DeSantis that he is running for president will come as no surprise. While DeSantis won his re-election by 19 points and his accomplishments with the help of a Republican supermajority in the state legislature have been impressive, appealing to voters in Iowa, New Hampshire and South Carolina is another matter.

Not only must DeSantis effectively introduce himself in these and other states, he must overcome former President Donald Trump's large lead in the polls. The Real Clear Politics average of polls shows GOP voters favoring Trump 36.1 percent to just 19.9 percent for DeSantis.

Writing in the Washington Post, conservative columnist Ramesh Ponnuru says: "To convince Republican voters that Trump is a loser would thus require getting them to believe that the same argument everyone made (in 2016 that he was unelectable) and saw blow up in their faces is right this time. For many conservatives, Trump's 2016 victory reinforced the

idea that 'electability' is a ploy used by the media and squishy Republicans to discredit candidates who are willing to fight for them."

If DeSantis can withstand Trump's attacks — pro-Trump PACs are already running ads saying as a congressman DeSantis tried to cut Social Security and Medicare — he must convince Trump voters he can finish the job Trump started without the chaos.

DeSantis could follow the example of then-Texas Gov. George W. Bush. After announcing in 1999 he would run for president, Bush invited experts in the field of foreign and domestic policy to come to Austin and school him in the things he believed he needed to know. This conveyed to voters he was a serious candidate.

I doubt any credible advisers would do the same for Trump, much less work for him given the chaos surrounding his one term in office. Does anyone except his most ardent supporters think Trump should be left to his own devices without the advice and restraint from experienced

advisers?

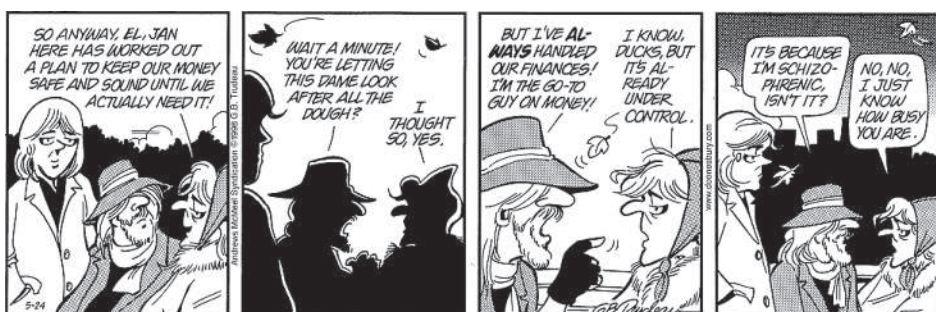
DeSantis needs to up his game when it comes to communicating with people. I hate to use myself as an example, but I have tried for two years to get an interview with him and have been ignored by his communications office. They appear to be controlling his access to the media, preferring mostly the friendly atmosphere of Fox News. He needs to change that and face the predictable (for a Republican) hostile and biased questions from the national media to show he is more than a fighter.

DeSantis also must figure out a way to respond to Trump's name-calling and other attacks without descending to his level. If he gets in the mud with Trump, he will not come out clean.

While Floridians know him well, the rest of the nation is just being introduced to him. As Will Rogers said, "You never get a second chance to make a first impression."

Cal Thomas is a syndicated columnist distributed by Tribune News Service. Comments: tcaeditors@tribpub.com

DOONESBURY | GARRY TRUDEAU



MALLARD FILLMORE | BRUCE TINSLEY



To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 5/25/2023
Subject: **April 2023** Financial Report

April Monthly Analysis:

Library Operations 151XXX: When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (83.3% thru April). Actual revenues are expected to meet or exceed budgeted amounts.
- No more than 1/12 of discretionary, fleet, facilities, fuel budget is spent per month (remember due to processing times, expenses have a 1 month lag so 75% thru April).
- For all other expenses, no more than 1/12 of budget are spent per month (83.3% thru April).
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
- I used this as a guide to gauging concerns when reviewing your areas. Here are concerns and highlights that you should be aware of, or that need addressed:
 - **Total actual revenue (less transfer in) is 85% or \$719K of adjusted budget \$846K.** *On Target with budget*
 - Transfer in of \$25K amended to cover 50% of CE purchase. This will come from fund 7010 once CE is purchased.
 - **Total actual expenditures are 81% or \$6M of \$7.4M budgeted.** *Right on track with budget.*
 - Personal Services is tracking at **81%** or **\$4.5M** of **\$5.55M** budget.
 - Accrual for FY 2023 will have entire paycheck accrued back this FY (June will have 3 paychecks actually posted). Estimated to have 130K remaining budget at 6/30.
 - Discretionary is trending over budget thru April. Total incurred is **\$770K** of **\$810K** budget or **95%**.
 - Rent of Land & Buildings has incurred 12 months of Lease & CAM \$16,387.67 July thru December and \$17,600.17 Jan thru June (including CAM reconciliation for 2021) for Ladd library or \$214K. Parking actuals thru March is \$30K.
 - Electricity is spending greater than budget available thru March. 80% spent or \$171.4K of \$213.8K budget. Estimated to be over budget by \$15K.
 - Natural Gas is over budget thru April and expected to go over budget.
 - Facilities Maintenance has posted EMS costs thru April - \$12.8K and Maintenance billing for July-February is \$187K. FMS maint has billed for January of \$30.8K but not yet posted to financials. (On track to fully spend down this budget.)
 - Fleet Services is billed thru January for work order billing. Currently at 33% or \$457 of \$1.4K budget.
 - Capital Equipment has budget in FY23. (See Capital Equipment File).
 - FY 2023 purchase budgeted for \$50K – VMWare Server (50% transfer to come from fund 7010) once purchased.

Special Revenue & CIP Funds:

- Fund 7010 – Special Revenue
 - Thru April, total expenditures are 35% or \$124K of \$5K budget.
 - Purchase of new staff computers in June will come from this budget.
- Fund 7020 – Special Revenue
 - Total expenses equal budget and no longer active. Will be removed in July

- Fund 316 – CIP
 - Thru April, total expenditures are 59% or \$529K of adjusted \$900K budget.

Action Items:

- **Action:** Purchase Order and Payment Approval – cost for new staff computers. Payment in the amount of \$123,064.20 to IT Outlet.
 - Library is updated staff computers, most of which are 10 years old. Library IT worked with City of Cedar Rapids purchasing to put out a formal Request for Bid. IT Outlet was the lowest bidder that met all requirements.
- **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$129,389 to iii Innovative.
 - This is year three of a five-year contract that the board approved in 2021 but needs approval again for payment since the cost is over \$50,000 per our purchasing policy. Though the approval is happening now, the payment is for FY24, so it will not be paid until July 1.

City of Cedar Rapids
151 General Fund - Library
2023-04-30

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	16,330.00	10,800.86	10,800.86	-	100%	-
State Operating	422001	112,069.27	115,000.00	101,964.62	(13,035.38)	89%	-
Local Govt Grants and Reimb	423000	113,859.45	325,000.00	306,625.73	(18,374.27)	94%	-
Total Intergovernmental Revenue		242,258.72	450,800.86	419,391.21	(31,409.65)	93%	-
Other Revenue							
Printing & Duplicating of Form	431006	4,261.40	25,000.00	11,253.85	(13,746.15)	45%	2,392.04
Dept Charges-External to City	431012	311,527.38	209,792.00	171,221.15	(38,570.85)	82%	46,900.41
Library User Fees - Not Fines	431201	8,390.86	5,600.00	8,752.80	3,152.80	156%	584.50
Vending Sales	431301	62.49	-	33.29	33.29	0%	-
Building Rental	461001	29,463.00	43,455.00	30,192.70	(13,262.30)	69%	2,538.20
Contributions & Donations	471002	31,175.00	70,000.00	65,695.22	(4,304.78)	94%	100.00
Sale of Inventory	471003	1,294.90	2,000.00	796.10	(1,203.90)	40%	66.00
Other Miscellaneous Revenue	471005	0.01	3,500.00	1,100.00	(2,400.00)	31%	-
Cash Over (Under)	471007	-	-	1.06	1.06	0%	7.55
Total Other Revenue		386,175.04	359,347.00	289,046.17	(70,300.83)	80%	52,588.70
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Transfers In		14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Revenue							
		642,433.76	846,147.86	719,437.38	(126,710.48)	85%	52,588.70
Expenditures							
Personal Services							
Regular Employees	511100	3,097,686.46	3,986,814.00	3,223,442.96	763,371.04	81%	324,963.61
Temporary/Seasonal Employees	511200	-	34,694.40	4,053.00	30,641.40	12%	-
Overtime	511300	67,144.25	114,773.40	55,431.33	59,342.07	48%	2,415.33
Other Special Pays	511400	19,478.12	20,180.00	34,468.02	(14,288.02)	171%	-
Group Insurance	512100	373,816.72	513,159.00	459,837.55	53,321.45	90%	52,983.46
Social Security Contributions	512200	237,677.16	326,956.00	249,050.45	77,905.55	76%	22,885.69
Retirement Contribution	512300	301,169.41	404,672.00	313,599.81	91,072.19	77%	29,225.74
Unemployment Compensation	512400	-	-	12,484.00	(12,484.00)	-100%	-
Workers' Compensation	512500	111,490.11	145,893.00	116,774.34	29,118.66	80%	10,770.34
Other Employee Benefits	512600	7,012.24	7,315.08	5,524.33	1,790.75	76%	585.01
Total Personal Services		4,215,474.47	5,554,456.88	4,474,665.79	1,079,791.09	81%	443,829.18
Discretionary Expenses							
Advertising & Marketing	521100	23,101.55	5,000.00	9,635.79	(4,635.79)	193%	-
Consulting & Technical Service	521104	46,940.18	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	82,261.73	105,466.00	115,238.38	(9,772.38)	109%	4,397.92
Health Services	521106	309.75	-	365.80	(365.80)	-100%	47.20
Other Professional Services	521108	3,063.00	10,523.63	8,590.77	1,932.86	82%	1,636.77
External Banking/Financial Fee	521109	11,634.77	15,700.00	16,468.14	(768.14)	105%	1,535.48
Security Services	521110	-	5,000.00	-	5,000.00	0%	-
Computer Hardware	522100	40,142.34	35,000.00	67,793.77	(32,793.77)	194%	33,924.00
Computer Software Maintenance	522101	180,201.84	222,220.00	173,576.89	48,643.11	78%	14,456.08
IT Services - External	522102	65,115.25	75,500.00	49,829.80	25,670.20	66%	7,969.31
Building & Grounds Services	522104	3,937.11	15,000.00	9,395.20	5,604.80	63%	750.00
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	-	9,000.00	0%	-
Vehicles & Rolling Equip Serv	522106	-	-	29.95	(29.95)	-100%	-
Phone Services	523107	25,337.23	26,500.00	25,002.00	1,498.00	94%	2,500.46
Rental of Equip & Vehicles	524101	-	500.00	10,182.42	(9,682.42)	2036%	-
Printing, Binding, & Duplicate	525102	8,635.04	15,950.00	11,748.78	4,201.22	74%	-
Awards & Recognition	531102	(117.16)	250.00	8.50	241.50	3%	-
Books & Subscriptions	531103	110,546.67	109,171.80	142,481.34	(33,309.54)	131%	1,250.74
Cleaning & Janitorial Supplies	531105	195.33	1,250.00	-	1,250.00	0%	-
Computer Supplies	531106	6,523.03	5,000.00	1,574.50	3,425.50	31%	448.74
Equipment/Furniture/Fixtures	531109	47,790.07	11,500.00	12,013.53	(513.53)	104%	-
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	685.09	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	18,785.32	15,320.00	9,389.33	5,930.67	61%	744.40
Paint Supplies	531117	106.56	-	-	-	0%	-
Program Supplies	531118	26,751.87	37,000.00	23,646.74	13,353.26	64%	2,338.37
Shop Supplies	531119	78.84	250.00	-	250.00	0%	-
Sign & Signal Supplies	531120	235.13	-	1,984.91	(1,984.91)	-100%	-
Uniforms	531123	931.00	694.00	1,196.98	(502.98)	172%	-
Personal Protective Gear	531124	5,751.34	-	1,969.15	(1,969.15)	-100%	9.30
Building & Grounds Supplies	533100	10,974.42	21,748.15	13,646.14	8,102.01	63%	1,311.54
Equip/Furniture/Fixtures Parts	533101	470.63	-	570.00	(570.00)	-100%	-
Conferences, Training, Travel	542102	21,808.12	23,200.00	42,796.29	(19,596.29)	184%	292.16
Dues & Memberships	542103	8,692.55	10,000.00	11,740.50	(1,740.50)	117%	-
Licensing Fees	542106	-	-	60.00	(60.00)	-100%	-
Postage & Freight	542108	5,957.47	17,500.00	8,152.54	9,347.46	47%	1,302.29
Mileage Reimbursement	542111	335.37	3,000.00	1,143.90	1,856.10	38%	136.92
Admin Charges - Inter Departments	521114	-	-	225.00	(225.00)	-100%	-
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	-	-	0%	-
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
Total Discretionary Expenses		757,181.44	809,543.58	770,457.04	39,086.54	95%	75,051.68
Other Expenses							
City Accounting Services	521113	62,500.00	77,500.00	64,583.30	12,916.70	83%	6,458.33
City Information Tech Services	522109	7,702.20	5,878.33	4,898.60	979.73	83%	489.86

City of Cedar Rapids
 151 General Fund - Library
 2023-04-30

Account Name	Account	Prior	Current	Current	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current
		Fiscal Year 2022 YTD Actuals	Fiscal Year 2023 Adjusted Budget	Fiscal Year 2023 YTD Actuals			Month 2023 Actuals
Electricity	523100	161,077.21	213,800.00	171,448.21	42,351.79	80%	16,587.60
Natural Gas	523103	6,253.83	4,500.00	4,195.10	304.90	93%	23.03
Rental of Land & Buildings	524100	227,949.53	245,000.00	243,815.89	1,184.11	100%	18.75
Liability Insurance	525104	28,281.25	42,148.00	36,930.82	5,217.18	88%	3,512.33
Property Insurance	525107	74,017.50	100,110.00	83,425.00	16,685.00	83%	8,342.50
Vehicle Insurance	525108	1,455.00	1,200.00	1,000.00	200.00	83%	100.00
Gasoline Fuel	532101	93.81	498.58	88.31	410.27	18%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	184,744.95	313,107.55	169,142.26	143,965.29	54%	21,743.77
Fleet Services (Routine)	522108	309.60	1,400.00	456.69	943.31	33%	-
Total Other Expenses		754,384.88	1,005,142.46	779,984.18	225,158.28	78%	57,276.17
Capital Outlay							
Vehicles, Equipment, Software	554000	30,013.66	50,000.00	2,946.99	47,053.01	6%	-
Total Capital Outlay		30,013.66	50,000.00	2,946.99	47,053.01	6%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		5,757,054.45	7,419,142.92	6,028,054.00	1,391,088.92	81%	576,157.03
Net Revenues over/(under) Expenditures		(5,114,620.69)	(6,572,995.06)	(5,308,616.62)	1,264,378.44		(523,568.33)



Sales Proposal 67446

IT OUTLET INC

Date 3/2/2023

Terms NET 45

Valid for 30 days

SO 0

Customer	Ship To	Proposal By
CEDAR RAPIDS PUBLIC LIBRARY 450 5th Ave SE Cedar Rapids, IA 52401 United States	CEDAR RAPIDS PUBLIC LIBRARY 450 5th Ave SE Cedar Rapids, IA 52401 United States	IT OUTLET INC 1900 N WALNUT AVE BRANDON, SD 57005-2082 United States
Attn: PATRICK DUGGAN Phone: 319.739.0448 Email: DugganP@crlibrary.org	Attn: PATRICK DUGGAN Phone: 319.739.0448 Email: DugganP@crlibrary.org	Attn: Kevin Huber Fax: 855-275-4195 Email: khuber@itoutlet.com

Line Item	Mfgr	Description	Qty	Unit Price	Extended
0001 11U6S2DS00	LENOVO	Desktop TC M90q Gen 3_Intel Q670_Tiny_ES New Surplus	95	1,023.69	97,250.55
0002 11GEPAR1US	LENOVO	Tiny-in-One 24 Gen 4 - LED Monitor New Surplus 5WS0T30708 Included in price	85	303.69	25,813.65

Your Price	\$ 123,064.20
-------------------	----------------------

All Currency Totals are in US Dollar

Comments to Customer Free Ground Shipping

Full Name _____ Signature _____

You may use this form as a purchase order. Initial the items you want to purchase, enter Purchase Order (if any), sign, then mail, email or fax back to us

PO _____



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Page 1 of 2

Invoice #	INV-INC34415
Invoice Date	5/24/2023
Terms	
PO #	PUR0720-010
Due Date	6/30/2023
Site Code	crpl
Created From	Sales Order #SO-INC34219
Currency	US Dollar

Bill To

Cedar Rapids Public Library
450 5th Avenue SE
Cedar Rapids IA 52403
United States

Qty	Description	Options	Amount
1	Polaris Public Success Bundle		26,249.00
150	Staff User Licenses		4,000.00
2	Additional Patron Languages		2,000.00
1	Polaris Dedicated Hosting - US/APAC		17,250.00
1	Polaris Dedicated Hosting - US/APAC		5,175.00
1	Unlimited SIP2 licenses		12,500.00
1	Patron Point marketing automation platform Year 3 of 5 for 1 July 2023 to 30 June 2024		12,500.00



Part of **Clarivate**

Invoice

Page 2 of 2

Invoice #

INV-INC34415

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Qty	Description	Options	Amount

Total 79,674.00
Amount Due US\$79,674.00

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-655-6200 or pq-billing@clarivate.com



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Invoice # INV-INC34416
Invoice Date 5/24/2023
Terms
PO # PUR0720-010
Due Date 6/30/2023
Site Code crpl
Created From Sales Order #SO-INC34222
Currency US Dollar

Bill To

Cedar Rapids Public Library
450 5th Avenue SE
Cedar Rapids IA 52403
United States

Qty	Description	Options	Amount
1	Innovative Mobile Year 3 of 5 for 1 July 2023 - 30 June 2024		15,600.00

Total 15,600.00
Amount Due US\$15,600.00

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

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Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

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Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice

Invoice # INV-INC34417
Invoice Date 5/24/2023
Terms
PO # PUR0720-010
Due Date 6/30/2023
Site Code crpl
Created From Sales Order #SO-INC34220
Currency US Dollar

Bill To

Cedar Rapids Public Library
450 5th Avenue SE
Cedar Rapids IA 52403
United States

Qty	Description	Options	Amount
1	Vega Discover Premium		34,115.00
1	Vega High Circulation Fee		0.00
	Year 3 of 5 for 1 October 2023 - 30 September 2024		

Total 34,115.00
Amount Due US\$34,115.00

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
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540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-655-6200 or pq-billing@clarivate.com

Environmental Policy

The library is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper, cardboard, plastic, glass, and aluminium.

The library seeks to design and operate facilities within contemporary sustainable practices.

New library facilities will seek LEED certification ~~of Gold or greater.~~

Adopted: 11/29/90

Revised: 05/02/96, 12/02/99, 12/05, 2/2011, 01/02/2020, 06/01/2023

Reviewed: 2013, 11/2015; 1/5/2023

Campaign Gift Recognition Policy

The Cedar Rapids Public Library and its Library Foundation wish to publicly recognize those making gifts to the fundraising campaign for a new Westside Library. The Library Trustees' recognition policy establishes guidelines for philanthropic naming with the intent to inspire exceptional giving that will allow the campaign to attain its goal. Donors who wish to remain anonymous may indicate this preference when making their gift.

Westside Library Giving Levels

The following gift values have been identified for those interested in naming opportunities for the new Westside Library. Giving ranges are to be determined dependent upon trustee approval of opportunities outlined herein.

Westside Library Recognition Opportunities

For purposes of this document, recognition opportunities have been identified as follows. Levels of giving for each opportunity listed have not yet been determined.

Big Dreams Naming/Recognition Opportunities V. 2

Revised 5.9.23

Previously Shared/Approved Opportunities

Adult Fiction Area	Opportunity Center Classroom
Adult Non-Fiction Area	Opportunity Center
Art Gallery	Outdoor Plaza
Children's Section	Public Computers Area
Collaborative City Park	Reading Corner
Community Rooms	Staff Spaces
Community Welcome Center	Sustainability Feature
Flexible Spaces/Meeting Rooms	Young Adult Area

Updated Naming/Recognition Opportunities DRAFT

Adult Area Service Desk	Children's Area Service Desk
Adult Computer Area	Children's Computer Area
Adult Collection Area	Children's Outdoor Courtyard
Adult Fiction Area	Children's Programming Room
Adult Non-Fiction Area	Community Classroom
Adult Outdoor Courtyard	Community Food Pantry
Art Gallery	Community Room Kitchenette
Book Return Window	Community Room Side 1/Side 2/All
Central Lobby Service Desk	Drive-Up Window
Children's Collection Area	Entrance Vestibule (East)

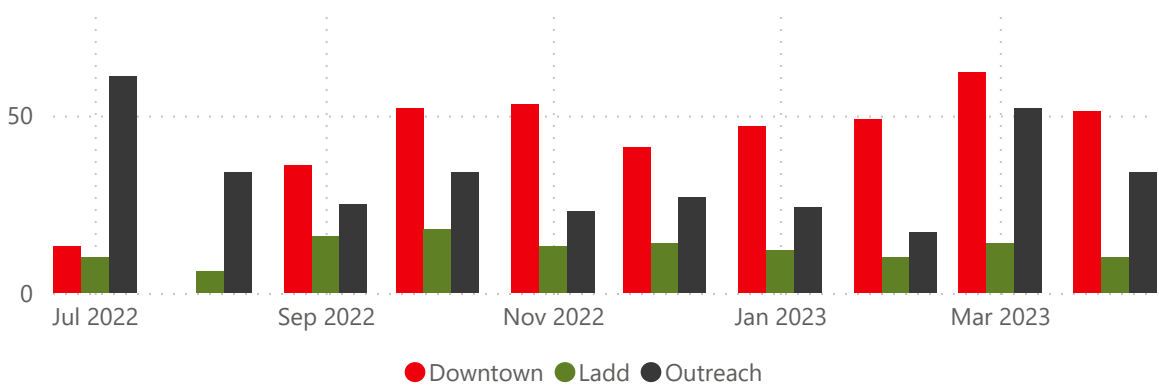
Entrance Vestibule (West)
Holds Pick-Up Area
Large Conference Room
Mother's Room
New Resident Welcome Center
Reading Room
Self-Service Checkout Stations (3)
Sensory/Comfort Room

Staff Breakroom
Staff Office Area
Study Rooms (Large - 5 available)
Study Rooms (Small - 6 available)
The Opportunity Center
West Entrance Patio
Young Adult Area – *Reserved*

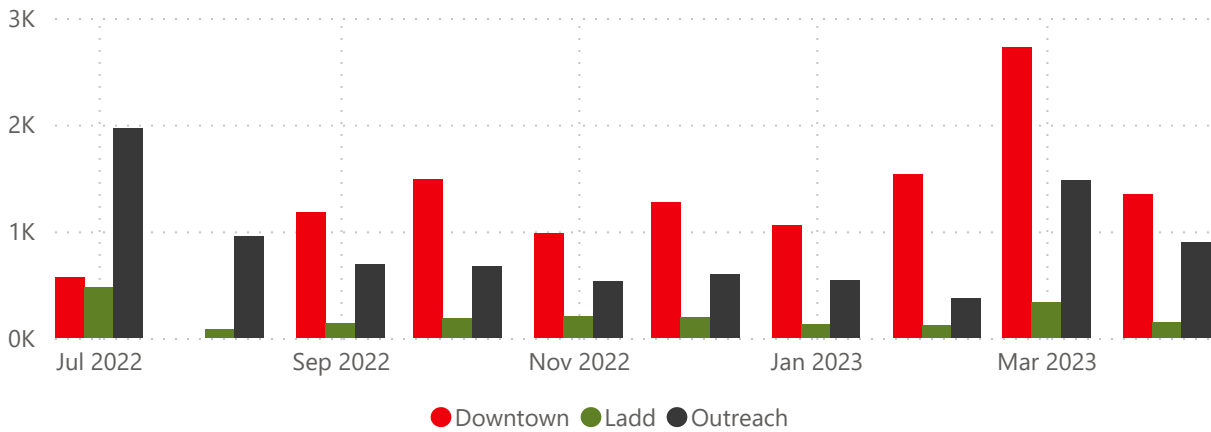
Donors will be recognized through signage in the space in a manner determined by the Library Director and the Library design team. Signage will complement the facility's design and be consistent with the nature and mission of the Library. Using philanthropic names in general reference to the space will be left to the discretion of the Library staff.

As building design takes shape, more naming opportunities may be added to this list. Recognition opportunities are not cost reflective, rather they are intended to provide prominent acknowledgement of the donor's generosity to the new Westside Library.

Programs



858
of Programs



22,807
of Attendees

The Programming Department was busy in May preparing for the start of the Summer Dare, which runs from June 3 to July 29. The final details have been put in place for around 175 different programs, events, and outreach opportunities throughout Cedar Rapids for all ages. Six new team members are joining the department for the summer as well. Plans and preparation are also well underway to expand the current Maker Room space to include the former Technology Classroom as the Tech Room – a new space for collaboration, connection, and creativity. The room has been cleaned and reorganized, and equipment is beginning to move in to make the space usable, with a June 5 soft launch.

Cedar Rapids Community School outreach wrapped up in May, capping off a very successful first year of this outreach. There is an additional graphic attached outlining the specifics of this outreach. Additionally, the Programming team collectively served 500 students at Van Buren Elementary at their STEM Day, teaching them basic electronic principles, and advertising the Summer Dare.

Community Relations has been busy with final touches for summer preparations, including finalizing all the advertising and marketing efforts. We have established a wonderful collaboration with *The Gazette* which continues to benefit us as we roll in to summer. Our Summer Dare game card was printed in the Kids Gazette in May, providing wonderful access to those who wish to participate. We are doing both print and digital ads with them, which we do each year, including in the Penny Saver. The summer issue of *OPEN+* arrived mid-May and has been distributed to our libraries, area partners, and at the HyVee book drops in Cedar Rapids. Our team is excited to get out and capture the stories that come with summertime.

Elizabeth is planning for the second annual Children’s Health Fair in August at Ladd Library. This year will offer a new screening for dental, along with vision and hearing screenings for birth through age 5 children in our community. In efforts to continue the enrollment of community children in Dolly Parton’s Imagination Library, forty-one Cedar Rapids based childcare providers were contacted. There have been twelve deliveries already made and thirteen upcoming scheduled deliveries. Contacts continue to be made within the community.

June Events:

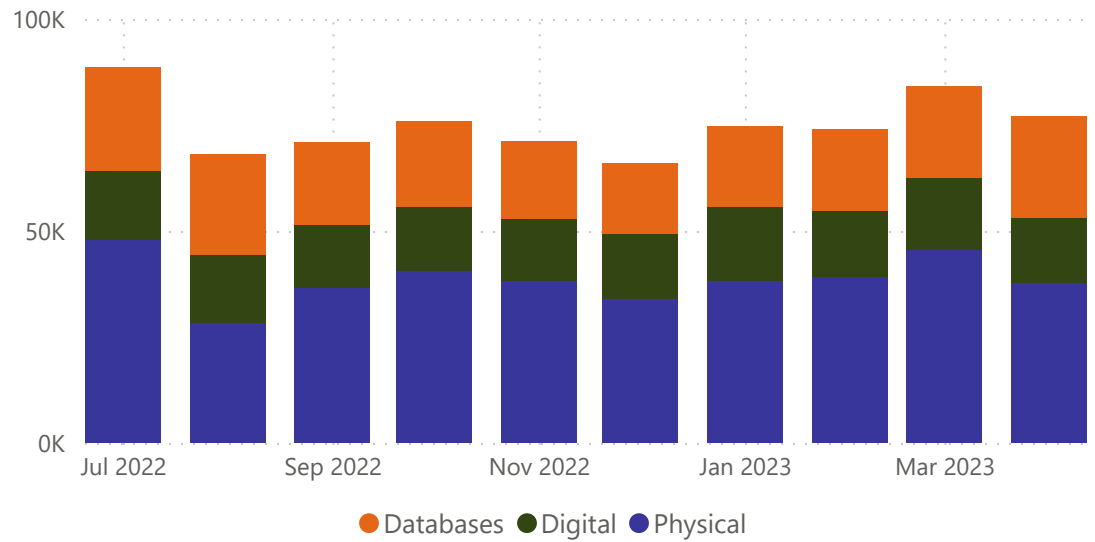
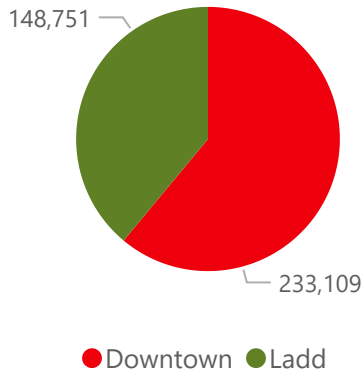
- Friends' Farmers Market Sales, June 3 & 17, 7:30 am, Downtown
- Summer Dare Kick-off Party, June 3, 10 am, Ladd
- Murder Mystery Club, June 6 & 27, 6 pm, Ladd
- Pride Celebration, June 10, 10 am, Downtown
- Evening Alt-Tails, June 22, 6:30 pm, Downtown
- Socially Anxious Hangout Group, June 24, 1 pm, Downtown

For up to date summer reading information and events, including special performances, park visits, and more, visit CRLibrary.org

Borrowing & Collections

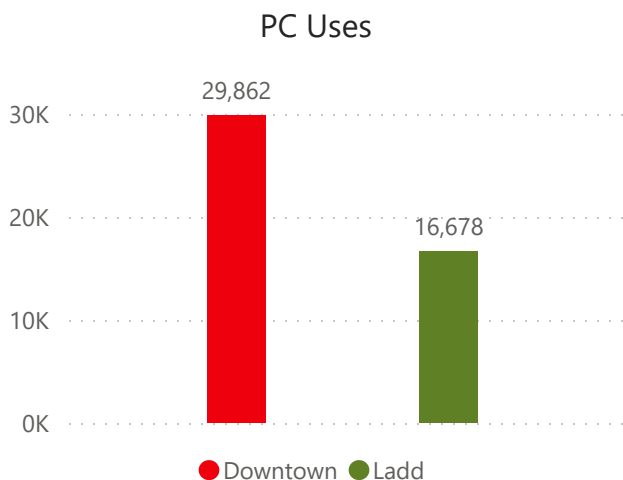
206,184 Databases 158,301 Digital 381,860 Physical 4,290 Technology 690,470 Total

Physical Circulation, by Location



The Materials Department is spending through the remainder of the fiscal year budget, it is a busy time each year. Erin Horst will be presenting the completed work from the strategic planning committee on evaluating library collection locations. The committee did research into circulation, turnover, loss rate, and surveyed staff and volunteers resulting in recommendations for moving some collections to more accessible locations in the Downtown building. Any collection movement will wait until after Summer Dare is over due to the higher foot traffic and collection use during those months. We've also completed follow-up research on how the library is functioning without fines. The percentage of materials returned on time remains between an average of 89-90%, just as it was when the library still charged fines. This average has remained consistent since 2018.

Technology Access



143,836

Virtual Visits

99,736

WiFi Sessions

The Technology Solutions team has been busy starting the configuration of new network hardware to support WiFi in the Downtown building. They will also be installing new self-check kiosks to replace the self-checks damaged in last summer's fire. These will be in place before Summer Dare to help with traffic flow. Several self-checks have moved over the years due to Covid-19 precautions and then the fire, so The bid for new staff computers has closed, this is replacing computers that staff have been using for almost ten years.

Technology Access (continued)

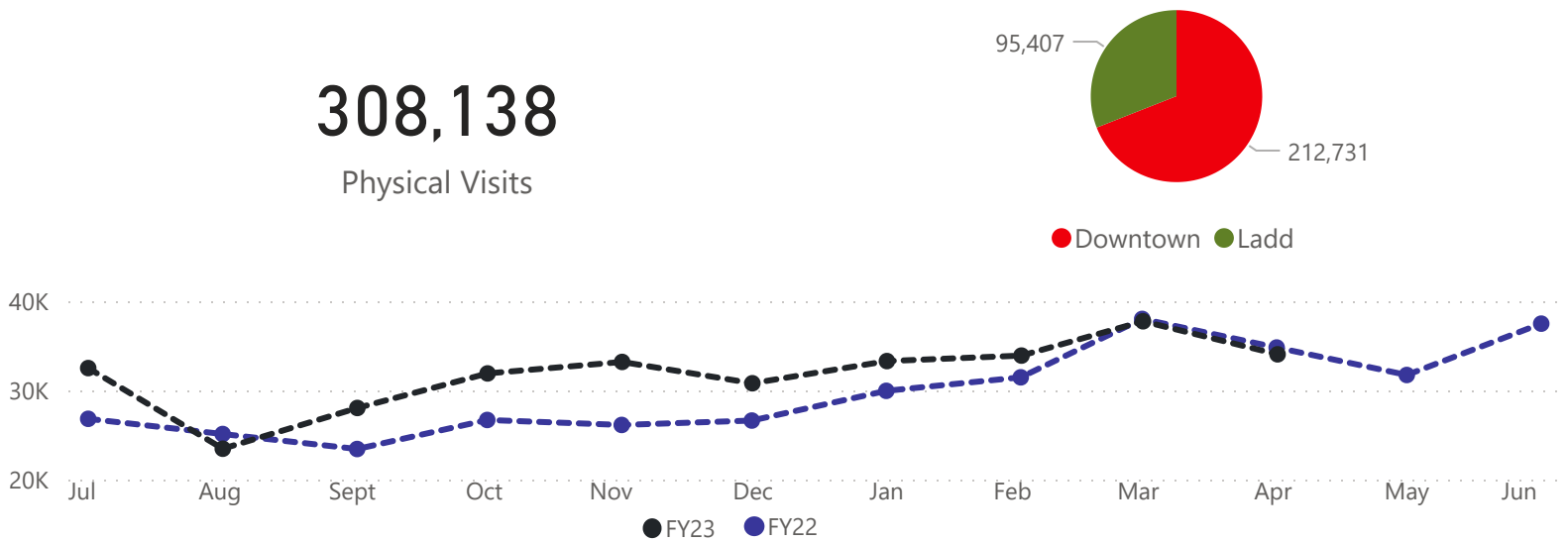
Today we had an older patron come in needing help setting up his payroll account for work. He was very stressed out and needed lots of help with the computer and his flash drive. I sat with him and helped him navigate the website and transfer the paystubs he needed to his flash drive. We also did a fair amount of printing. He was extremely thankful for the help and after speaking with him for a while, he shared that he had been in an accident years ago and lost his short-term memory. He went on to say that he has taken several basic computer classes but he always forgets what he learns. He had been dreading coming in today, knowing it would not be easy for him. I was happy to know that I was able to alleviate his stress and help him complete the task! – Melissa Mitchell, Patron Services Specialist

On serious note, I did help a patron who was explaining to me about a job he was thinking about. He told me that he downloaded the Teams and was communicating with a person through this. His question was about going to a certain link and a website in California. I wasn't sure exactly what to think but as we talked about it, I asked if he had shared any personal information like his ID or passport. He said no because the link didn't work. Again, as we talked, I wasn't getting a good feeling about this and asked if there was any information about the person on Teams. He did have a phone number so we just Googled it. And the company! Company seemed legit but the phone number came up as a scam! I felt so badly because I know he is a student with family and wanted to be able to work from home at least part time. But I am glad I was able to assist him in this to protect his personal information. – Tina McCullough, Patron Services Specialist

Visits

308,138

Physical Visits



The library is continuing partnership in the Downtown Ambassador Program. This program is a collaboration of several city departments, Cedar Rapids Metro Economic Alliance, and Willis Dady. The program will run June-October and employs individuals who have previously experienced homelessness to connect with individuals in the Downtown area to find resources and assist with keeping the area safe and welcoming. For the library's part, our Service Navigator position oversees the program and supervises the Ambassadors. More information will be shared by Public Service Manager Todd Simonson at the May 23 City Council meeting.

I'm so thankful today that the library decided to staff the teen area. Since we've had more staff presence in that area, we've been able to establish more connections and to channel trust with those teens who come to the library seeking refuge. Just today, I happened upon a teen and a staff person who were talking about some of the stressors the teen has been experiencing at home, and learned from talking with them that they have been struggling with mental health. I feel so grateful that this vulnerable young person felt comfortable enough to share their experiences and trust our staff to listen to their problems. This kind of trust doesn't develop overnight, and often takes much time and care to cultivate. Additionally, since I was able to take the mental health first aid training a few months ago with a few other library staff, I was also able to offer some additional mental health resources to this teen. They looked happy to be heard, and to have resources available to them considering their situation. There's just so many reasons to be thankful. - Abby Cornelison, Patron Services Specialist

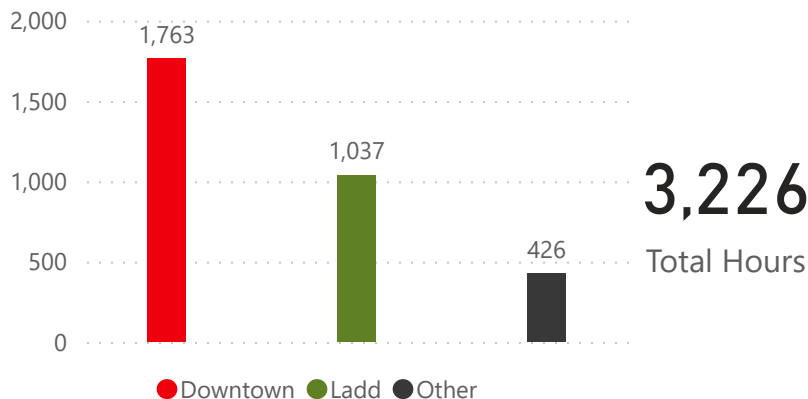
Meeting Room Use



There were 324 reservations for the month, accounting for an estimated 2,908 patrons in April. The month brought another season of celebrating families through showers, parties, and celebrations, but also ushered the end of the school year for many students with ACT prep, end of year planning, and to practice presentations. Additionally, youth was celebrated and heard as a Tanager Place LGBTQ Center hosted a panel discussion comprised of LGBTQ youth and allies. Patrons reserved rooms for sewing lessons; Scrabble, dancing, coloring and quilting groups; and watching movies in groups large and small.

Volunteers

Volunteer Hours



On May 11, we had 35 volunteers donate 95 hours at the Library as part of Day of Caring. Volunteers at Ladd collected 10 bags of litter, deep cleaned the Community Room, painted the bollards, power washed the exterior around the book drop and back of the building, and sorted toys. Downtown two groups of volunteers weeded the sedum beds, picked up litter, cleaned the Reading Terrace, scrubbed meeting room tables and chairs, spot cleaned carpets, and deep cleaned Whipple, the new Maker Room space, and the Children’s Programming room and toys. Thank you to our volunteers from TrueNorth, Cedar Rapids Bank & Trust, CRST, Linn Area Credit Union, and Holmes Murphy! Volunteer Hours in April 2023: 342

Cedar Rapids Elementary School Outreach 2022-2023

2

Schools Visited

Staff selected two schools to visit by analyzing school performance data, census data, and library goals. Johnson STEAM Academy and Cedar River Academy at Taylor were selected.

11

Classrooms Visited

5 Kindergarten Classrooms, 3 1st Grade Classrooms, and 3 2nd Grade Classrooms

214

Total Students Served

These students each went home with 2 free books, dozens of literacy activities, and close relationships with library staff.

176

Total Classroom Visits

Each class was visited 16 times, meaning that we saw around 3,400 students over the course of the year.

1,712

Deposit Collection Checkouts

Each classroom received a new bin of books each month. These books were specifically selected for the age and interest of the students, and contained new, diverse titles.

100%

Retention Rate

Every classroom where we started visiting in September continued to work with us for the entire school year, including 1 classroom who increased from monthly to bi-weekly.

**Cedar Rapids Public Library
Board of Trustees FY2024 Calendar**

Meeting Date	Location
Thursday, July 6, 2023	Conference Room, Downtown
Thursday, August 3, 2023	Conference Room, Downtown
Thursday, September 7, 2023	Community Room, Ladd
Thursday, October 5, 2023	Conference Room, Downtown
Thursday, November 2, 2023	Conference Room, Downtown
Thursday, December 7, 2023	Community Room, Ladd
Thursday, January 4, 2024	Conference Room, Downtown
Thursday, February 1, 2024	Conference Room, Downtown
Thursday, March 7, 2024	Community Room, Ladd
Thursday, April 4, 2024	Conference Room, Downtown
Thursday, May 2, 2024	Conference Room, Downtown
Thursday, June 6, 2024	Community Room, Ladd

All meetings are the first Thursday of the month unless a holiday necessitates the change.
Meetings will begin promptly at 4 pm



Metro Library Network
Cedar Rapids · Hiawatha · Marion

Library Services Contract

WHEREAS, the City of Robins, Iowa, desires to contract with the Metro Library Network consisting of Cedar Rapids, Hiawatha, and Marion Public Libraries for library services; and

WHEREAS, the Cedar Rapids, Hiawatha, and Marion Public Libraries are agreeable to providing library services to the residents of the City of Robins, Iowa (hereinafter “Robins”).

NOW THEREFORE, IT IS AGREED by the undersigned parties as follows:

- 1. Purpose:** The purpose of this Library Contract (“Agreement”) is to provide the terms under which the Cedar Rapids, Hiawatha, and Marion Public Libraries will provide library services to Robins for the duration of this Agreement.
- 2. Term:** The effective date of this Agreement shall be July 1, 2023, and the Agreement shall continue in full force and effect until June 30, 2028, unless terminated early as provided for herein. The contract amount is calculated based on the taxable value of Robins at \$204,534,000 and a rate of \$.48 per thousand for an annual fee of \$98,176.
- 3. Termination:** Either party may terminate this Agreement upon providing the other parties with written notice on or before October 1 of the previous fiscal year:
Cancellation for FY25 would need to occur by October 1, 2023
FY26 – October 1, 2024
FY27 – October 1, 2025
FY28 – October 1, 2026

If Robins terminates this Agreement, the fees paid to the Cedar Rapids, Marion, and Hiawatha Public Libraries under this Agreement shall be kept as received on the payment schedule in section 4 below.

- 4. Fees and Payments:** In exchange for providing library services to the citizens of Robins for FY24 through FY28, Robins shall pay to the Cedar Rapids, Marion, and Hiawatha Public Libraries the following annual amounts each year in four (4) equal payments due on or before July 31, October 31, January 31, and April 30 each year.
 - Disbursement based on percentage of average total circulation to Robins residents during previous years will remain the same for the entirety of the contract, FY24-28

- Cedar Rapids Public Library \$24,544 (four equal payments of \$6,136 based on 25% of total circulation [inclusive of Mercy circulation])
 - Marion Public Library \$36,325 (four equal payments of \$9,081.253 based on 37% of total circulation)
 - Hiawatha Public Library \$37,307 (four equal payments of \$9,326.75 based on 38% of total circulation)
5. **Financing and Budgeting:** Each party shall bear its own costs associated with the performance of this Agreement, and maintain within its own budgets the appropriate allocation(s) for its respective financial obligations therefor.
 6. **Rules of Use:** Citizens of Robins, who are issued Metro Library Network (including the Cedar Rapids, Hiawatha, and Marion Public Libraries) cards pursuant to this Agreement shall be subject to the same rules and regulations as Cedar Rapids, Hiawatha, and Marion residents and shall receive the same library services as Cedar Rapids, Hiawatha, and Marion residents.
 7. **Destruction or Casualty:** In the event of destruction or other casualty to the Cedar Rapids, Hiawatha, or Marion Public Libraries, which makes it impossible to provide library services, there shall be no refund of any sums paid pursuant to this Agreement.
 8. **Residency:** In determining whether to issue a Metro Library Network card to an applicant claiming to be a resident of Robins, the Cedar Rapids, Hiawatha, and Marion Public Libraries shall require the same types and kinds of proof of residency as are required or accepted from Cedar Rapids, Hiawatha, and Marion residents. Fraud on the part of the applicant for a library card shall not excuse payment by the Robins to the Cedar Rapids, Hiawatha, and Marion Public Libraries.
 9. **Administrator:** Cedar Rapids Public Library shall be the administrator of this contract.
 10. **Notice:**

Notice by the to The City of Robins must be in writing and addressed to:
 City of Robins
 Mayor Chuck Hinz
 265 South Second Street
 Robins, Iowa 52328

Notice to the Cedar Rapids Public Library must be in writing and addressed to:
 Cedar Rapids Public Library
 Director Dara Schmidt
 450 5th Ave. SE
 Cedar Rapids, IA 52401

Notice to the Hiawatha Public Library must be in writing and addressed to:
Hiawatha Public Library
Director Jeaneal Weeks
150 W Willman St.
Hiawatha, IA 52233

Notice to the Marion Public Library must be in writing and addressed to:
Marion Public Library
Director Bill Carroll
1101 6th Ave.
Marion, IA 52302

Notice is sufficient if made by regular or certified mail and shall be deemed effective on the date of mailing.

- 11. Indemnification/Hold Harmless:** Each party agrees to release, indemnify and hold the other parties, their officers and employees harmless from and against any and all liabilities, damages, business interruptions, delays, losses, claims, judgments, of any kind whatsoever, including all costs, attorney fees, and expenses incidental thereto, that may be suffered by, or charged to, the other parties by reason of any loss or damage to any property or injury to or death of any person arising solely out of any breach, violation or non-performance by the indemnifying party or its servants, employees or agents of any covenant or condition of this Agreement, or by any act or failure to act of those persons. The Cedar Rapids, Hiawatha and Marion Public Libraries shall not be liable for its failure to perform this agreement or for any loss, injury, damage or delay of any nature whatsoever resulting therefrom caused by any act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond the Cedar Rapids, Hiawatha or Marion Public Libraries' control.
- 12. Waiver:** The waiver by any party of any covenant or condition of this Agreement shall not thereafter preclude such party from demanding performance in accordance with the terms of this Agreement.
- 13. Severability:** If a provision shall be finally declared void or illegal by any court or administrative agency having jurisdiction over the parties to this Agreement, the entire agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- 14. Entire Agreement:** This Agreement sets forth all the covenants, promises, agreements, and conditions between the City of Robins and the Cedar Rapids, Hiawatha and Marion Public Libraries for library services and there are no other covenants, promises, agreements or conditions, either oral or written, between them. This Agreement may

not be modified or amended in any manner except by an instrument in writing executed by the parties.

15. Additional Provisions Relating To Iowa Code Section 28E.6: In accordance with Iowa Code Chapter 28E, the parties further state:

- A. This Agreement does not establish a separate legal entity to conduct the joint or cooperative undertaking of the City of Robins and the Cedar Rapids, Hiawatha, and Marion Public Libraries for this project. As stated in Article 8, Cedar Rapids Public Library, shall act as administrator for purposes of Iowa Code Section 28E.6(1)(a)
- B. No real or personal property shall be jointly acquired, held, or disposed of in the execution of this Agreement. Each party shall acquire, hold, and dispose of its own real and personal property in whatever manner it deems appropriate and shall retain that property upon termination of this Agreement.
- C. Pursuant to Iowa Code Section 28E.8 Cedar Rapids Public Library shall file this Agreement with the Iowa Secretary of State in an electronic format and in a manner specified by the Secretary of State.

16. Third-Party Beneficiaries: This Agreement is by and between the parties only. There are no third-party beneficiaries to this Agreement.

17. Execution: This Agreement may be executed in any number of counterparts as the case may be, each of which shall be deemed a duplicate original and which together shall constitute one and the same instrument. In addition, the parties agree that this Agreement may be executed by electronic, pdf or facsimile signatures by any party and such signature will be deemed binding for all purposes hereof without delivery of an original signature being thereafter required.

APPROVED on the part of the Metro Library Network Public Libraries:

Matt Dunbar, President - Hiawatha Public Library Board of Trustees - Date

Sally Reck, President - Marion Public Library Board of Trustees - Date

Clint Twedt-Ball, President – Cedar Rapids Public Library Board of Trustees - Date

APPROVED on the part of the City Council of the City of Robins, Iowa,

Chuck Hinz, Mayor - City of Robins - Date

